

STATE CORPORATION COMMISSION

APPLICATION FOR  
REGISTRATION AS A PAYPHONE  
SERVICE PROVIDER

FOR OFFICIAL USE

PSP \_\_\_\_\_

(All entries on the form  
must be typed or printed.)

Date of Application

Name of Payphone Company (as reported to the serving local exchange company)

Address to which telephone bills from the serving local exchange companies will be sent

Physical Address if different from above

Name and title of Contact person (owner, president, principal)

Day telephone number

Other telephone number

Is your business entity a corporation, limited partnership, or limited liability company? ☐ Yes ☐ No

If the answer to the previous question is **Yes**, have you obtained a Certificate of Authority or a Certificate of Registration to transact business in Virginia from the Clerk of the State Corporation Commission? ☐ Yes ☐ No

FEE CALCULATION INSTRUCTIONS

The SCC collects a nonrefundable fee each year or fraction thereof (year) for each payphone operating in Virginia in order to register as a Payphone Service Provider. The fee is **\$4.00 per payphone per year**. Each new provider must pay a registration fee at the time of initial registration and by January 16th of each succeeding year. A **late filing fee of \$1.00 per payphone registered or \$50.00, whichever is greater**, will be collected for late payments received **after January 16th in successive years**. If you have questions relating to the completion of the form, please contact Jim Mullenaux at (804) 371-9850 or 1-800-552-7945.

Fee computation: Number of payphones operating in Virginia \_\_\_\_\_X \$4.00 = the total due \_\_\_\_\_. Attach a check for the computed amount made payable to the **TREASURER OF VIRGINIA** and mail with this application to:

STATE CORPORATION COMMISSION  
PUBLIC SERVICE TAXATION DIVISION  
P.O. BOX 1197  
RICHMOND, VIRGINIA 23218

The information provided on this form is true to the best of my knowledge and I agree to abide by the SCC Rules for Payphone Service and Instruments. (Forms not completed and signed by the principal of the business will be returned not processed.)

Signature

Date

Title (Owner, President, CEO, etc.)

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This payphone service provider is authorized to do business in Virginia contingent upon conformity to the SCC Rules for Payphone Service and Instruments.

Signature

Date